



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 4631.2E
N98
21 Aug 2012

OPNAV INSTRUCTION 4631.2E

From: Chief of Naval Operations

Subj: MANAGEMENT OF DEPARTMENT OF THE NAVY AIRLIFT ASSETS

Ref: (a) DoD Directive 4500.56 of 14 April 2009
(b) DoD Instruction 4500.43 of 18 May 2011
(c) NAVAIRLOGOFFINST 4631.2
(d) Joint Federal Travel Regulations (JFTR), Volume 1
(e) OPNAVINST 3710.7U

Encl: (1) Definitions
(2) DON Airlift Validating/Scheduling Activities
(3) Airlift Request Coding
(4) Standardized Airlift Request Format
(5) Standardized Flight Advisory Format

1. Purpose

a. To provide policy and administrative procedures for the management of Department of the Navy (DON) airlift assets.

b. To include procedures and information for requesting, scheduling and reporting airlift missions as outlined in enclosures (1) through (5).

2. Cancellation. OPNAVINST 4631.2D.

3. Definitions. Please see enclosure (1).

4. Background

a. The Under Secretary of Defense for Acquisition, Technology and Logistics prescribes policies and guidance concerning the cost efficient and operationally effective use of Department of Defense (DoD) and commercial transportation resources prescribed in reference (a). The policy concerning the use of DoD airlift resources, and the procurement and use of commercial airlift for operational support airlift (OSA) missions is prescribed in reference (b).

b. With the exception of Service Secretary controlled aircraft (SSCA), the Navy Air Logistics Office (NALO) shall act as the principal scheduling authority and activity for all Navy-Unique Fleet Essential Airlift (NUFEA) assets to include C-9B, C-130T, C-20G and C-40A aircraft. For continental United States (CONUS) scheduling, strict attention must be given to references (a) and (b) which stipulate that, for low priority missions, a cost comparison must be performed between military airlift (MILAIR) and commercial carrier options. Air Logistics Operations Mediterranean Commander Task Force 63 (CTF-63), Commander, Fleet Air Forward (COMFAIRFWD) and Naval Air Logistics Coordination Center Bahrain (CTF-53) retain scheduling authority for their respective intra-theater airlift requirements.

5. Responsibilities

a. The Chief of Naval Operations (CNO) prescribes overall logistics airlift policy for DON within the guidelines established in references (a) and (b). The Commandant of the Marine Corps (CMC) is responsible for amplifying this policy as it pertains to Marine Corps aircraft.

b. Under the direction of Commander, Naval Air Force Reserve (COMNAVAIRES), NALO is responsible for the following:

(1) Processing all Navy airlift requests and validating Priority/Urgency/Justification/Category (PUJC) codes, with the exception of outside the continental United States (OCONUS) intra-theater airlift requests.

(2) Implementing worldwide airlift policy as it pertains to Navy airlift.

(3) Scheduling all NUFEA missions originating from or returning to CONUS.

(4) Scheduling all large, CONUS NUFEA missions, such as providing airlift support for inter-deployment training cycles for large unit movements (e.g., squadrons, carrier air wings (CVWs), etc.).

(5) Using the Joint Air Logistics Information System (JALIS) to process airlift requests, schedule airlift missions, and capture post-mission data for analysis.

(6) Conducting an annual review of NUFEA airlift.

c. CMC; Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe-Africa; Commander, Naval Air Systems Command (COMNAVAIRSYSCOM); and COMNAVAIRES (or their designated representatives) are responsible for:

(1) Scheduling authority over assigned aircraft, except as provided in paragraphs 4b and 5b.

(2) Providing the requisite number of trained and qualified transport aircraft aircrews as defined in paragraph 6b3.

(3) Effectively managing the utilization of assigned aircraft including the policies delineated in paragraph 6b3.

d. The Commandant of the Coast Guard shall be included in the provisions of this instruction when operating under the DON.

6. Policy

a. Use of DON Airlift Assets

(1) Government aircraft travel is a premium mode of travel involving high costs and limited resources. Commanders at all levels and airlift authorizing officials shall restrict DON airlift travel based on the considerations in references (a) and (b), and shall make every effort to minimize Government aircraft cost to satisfy mission requirement.

(2) Per reference (b), commanders at all levels and airlift authorizing officials shall:

(a) Restrict travel on DON aircraft based on considerations such as the purpose of the trip and priority of the travel required; the availability of commercial airline or aircraft (including charter) service; whether the use of Government aircraft would be more cost-effective than commercial

aircraft or other method of transportation required; and whether highly unusual circumstances present a clear and present danger or an emergency exists that requires the use of Government aircraft.

(b) Base the type of aircraft used on capacity and minimum cost required to satisfy the mission requirement.

(c) Not schedule training missions when the principal purpose is to accommodate the travel of senior DoD officials.

b. Aircraft Assignment

(1) CNO controls the distribution of DON airlift assets among controlling custodians. As appropriate, CMC will coordinate the distribution of Marine Corps support aircraft with CNO.

(2) Aircraft controlling custodians are authorized to effect temporary (6 months or less) transfer of CNO-assigned assets with the exception of those aircraft which are under a contract maintenance support plan. In the event of a temporary relocation of an assigned aircraft to another site with existing support for the specific model, message notification to Director, Air Warfare (OPNAV N98), or Deputy Commandant Aviation in the case of Marine Corps aircraft, is required. OPNAV N98 approval must be obtained for permanent changes of aircraft assignment, or temporary changes involving site support.

(3) Airlift aircraft shall be assigned and managed in peacetime to ensure the operational readiness necessary to satisfy wartime requirements. Navy airlift aircraft (excluding carrier onboard delivery (COD) and vertical onboard delivery (VOD)) shall be scheduled per reference (c) and enclosures (2) through (5). Controlling custodians should ensure appropriate reporting custodian aircrew manning levels are maintained so that minimum required total annual flight time will be used for dedicated currency and proficiency training. Controlling custodians should ensure that reporting custodians maximize the aircraft availability for logistics flights.

(4) At the Secretary of the Navy's (SECNAV) discretion, distinguished visitor (DV) capable aircraft are stationed OCONUS to support Navy senior official travel.

c. Airlift Scheduling

(1) Policy and administrative procedures for scheduling aircraft, under the direct control of the CNO, are outlined in references (a) through (e).

(2) DON airlift validating and scheduling activities are listed in enclosure (2). Scheduling authority may not be delegated to the base or unit level, except as directed by COMNAVAIRSYSCOM for research and development aircraft, by fleet commanders, or by the CMC in the case of sites located OCONUS. Other than those flights specified in this instruction as non-logistics flights.

(3) Reporting custodians shall submit aircraft status per reference (c).

d. Aircraft Utilization

(1) DON airlift assets shall be used in peacetime to provide logistic airlift support to fleet and Fleet Marine Forces activities primarily, and training for operational personnel secondarily in order to ensure maximum effectiveness in support of DoD objectives. Operational readiness shall be achieved within the confines of the approved flying hour programs provided to the controlling custodians.

(2) Routine, recurring inter-theater airlift transportation is primarily the mission of Air Mobility Command (AMC) and United States Transportation Command (USTRANSCOM). DON airlift aircraft may transport passengers and cargo during inter-theater positioning flights and to meet the requirements of fleet and combatant command airlift requirements.

(3) DON airlift is primarily used for intra-theater, NUFEA support missions.

(4) Travel method generally involves a choice between commercial transportation or MILAIR. MILAIR shall not be utilized if commercial airline or aircraft (including charter) service is reasonably available, i.e., able to meet the traveler's departure and or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, or use of MILAIR is more cost-effective making commercial transportation unacceptable.

(5) DON airlift costs used for cost comparisons shall be determined by guidance per references (a) and (d), and shall be conducted by the appropriate scheduling activity. For cost comparisons, MILAIR flying-hour (including any positioning or repositioning flying hours) cost data for the requested aircraft can be found in tables of aircraft reimbursement rates (the office that schedules or validates MILAIR requests can assist) and must be compared with the total cost for the party to use commercial air travel at General Services Administration contract fare or available coach fare rates. In determining the commercial costs, the costs of rental cars, the cost of lodging and meals if the party must remain overnight, and other such appropriate factors may be considered. By combining separate MILAIR requests total cost per passenger and or pound of cargo can be lowered and may compare more favorably with costs associated with commercial air travel. Validating and or scheduling activities shall use this cost comparison as part of the decision process to provide MILAIR to priority 3 requests.

(6) In the case of acquisition by lease or contract (excluding charter flights), the prior approval of the CNO has been obtained and notification of intent to procure aircraft for such a purpose has been given to the Assistant Secretary of Defense (Production and Logistics).

(7) Those flights not directly supporting logistics airlift missions (e.g., training, Naval Air Training and Operating Procedures Standardization (NATOPS) and instrument check flights) should be completed in the minimum time required in order to maximize the number of hours available for scheduling missions in support of logistics requirements. Aircraft reporting custodians may authorize the following types of non-logistics flights:

- (a) Maintenance or functional check flights.
- (b) Syllabus flight training.
- (c) NATOPS and instrument checks.
- (d) Refresher training.
- (e) Ferry flights for maintenance, aircraft loan or pre-positioning.
- (f) Utility missions of a non-logistics nature, e.g., ground-controlled approach training and calibration, range, or target clearance.

e. Authorized DON Airlift Missions. (See enclosure (3) for PUJC codes). Authorized DON airlift missions include:

(1) Essential training and operational flights to ensure readiness for approved wartime missions.

(2) Flights of an emergency nature.

(3) Flights as authorized by references (b), (d), and (e) which include the following:

(a) Authorized public affairs travel involving news media representatives or flights related to approved public affairs programs, community relations programs and DoD-sponsored tours or conferences.

(b) Authorized orientation flights.

(c) Authorized environmental and morale leave flights for designated overseas areas.

(d) Periodic airlift of personnel displaced from their homeport or station for extended periods conducted on a space available basis.

(e) Transoceanic (inter-theater) flights for the purpose of positioning aircraft for airlift augmentation in an overseas theater or as needed to support fleet operations.

7. Requesting NUFEA and or DON OSA Airlift

a. Airlift requests should be submitted to NALO, or the appropriate overseas scheduling activity for intra-theater airlift requirements, using the standardized airlift request format, enclosure (4), a minimum of 30 days in advance for large airlift (8 or more passengers) and 14 days for small airlift (7 or less passengers). Amplifying information may be found at the NALO Web site: <http://www.nalo.navy.mil/>.

b. Requesting activities shall utilize naval message, e-mail, or Web-based JALIS to submit requests. Each unit's commander, commanding officer or officer in charge is responsible for authorizing each request from the unit.

c. To preclude duplicate requests, cognizant commanders shall coordinate multi-unit airlift requests (e.g., CVWs, surface, and submarine squadrons or groups).

d. Multiple airlift requests (e.g., round trips) should be included in the original request. Up to 12 airlifts can be included on a single request.

e. The following information shall be included on all requests:

(1) Three points of contact (request, departure, and arrival coordinators) with valid e-mail addresses and work, cellular, or home phone number. At least one of the three points of contact shall be available for contact 24 hours per day.

(2) Full justification (reason) for the MILAIR request shall be included in the remarks section. Priority 1 and priority 2 requests must include a compelling operational consideration explanation and an explanation of why commercial air travel is unacceptable or unavailable.

(3) Manifest the senior person regardless of rank or rate. Manifest all designated very important persons (VIPs) and include the senior VIP code found in enclosure (3). If security concerns require withholding name and title of VIPs, provide

manifest data in a separate classified message referencing the date-time group of the original request and coordinate with the scheduling activity via secure communications.

(4) Include the commercial cost estimate found in paragraph 6d(5).

f. Compliance with the spirit and intent of these guidelines is essential to ensure optimum utilization of limited assets. Type commanders are directed to enforce strict adherence to airlift directives in order to eliminate any perception or actual abuse of MILAIR.

8. Flight Advisories. All airlift flights, except non-logistics flights, require a flight advisory message or e-mail from the scheduling activity. Flight advisories shall be standardized per enclosure (5). The flight advisories should be transmitted at least 4 days prior to the flight. Any modification should be transmitted as soon as possible.

9. Logistics Flight Record (LFR). Per reference (c), DON aircraft commanders shall ensure that all LFRs are forwarded within 3 working days and electronically transmitted via JALIS.

10. Action

a. Commanders at all levels shall comply with the policies described within this instruction and references (a) through (e) in all matters concerning the use and scheduling of NUFEA support.

b. NALO is responsible for the consolidation of required data from all scheduling activities and submission of an annual report to CNO. Scheduling activities shall ensure that statistical data is collected in JALIS for every logistics mission. This data shall be forwarded to NALO by 15 October and meet the annual report requirements of reference (b) listed below:

(1) Summarize the number of Navy airlift missions flown.

(2) Summarize passenger requests and total passengers moved by priority.

(3) Summarize the number of cargo requests and pounds of cargo moved by priority.

(4) Analyze current and future issues of relevance for Navy air logistics.

(5) Summarize the amount of logistics airlift completed via scheduled air and charter air services, and compare (cost efficiencies and operational effectiveness) to the actual organic airlift provided (i.e., cost per passenger seat mile or cost per air cargo mile).

c. NALO shall be responsible for report generation and analysis of airlift data. This report shall be forwarded to the OPNAV (N98) by 31 January each year.

11. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

12. Reports Control. Report Control Symbol OPNAV 4631-4 is assigned to the reporting requirements contained in paragraph 10 and is approved per SECNAV Manual 5214.1 of December 2005.



W. F. MORAN
Rear Admiral, U.S. Navy
Director, Air Warfare

Distribution:

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<http://doni.daps.dla.mil/>

DEFINITIONS

Authorizing Official. The DoD official responsible for reviewing, authorizing, and approving DoD senior official travel requests. Authorizing officials are responsible to ensure the proper method of air transportation is used and approved travel is in compliance with references (a) through (e).

Carrier Onboard Delivery (COD) and Vertical Onboard Delivery (VOD). COD and VOD missions operate between ships or between ships and airhead sites. COD aircraft include the C-2, and VOD aircraft include the H-53 and H-60.

DoD Senior Official. Flag officers and civilian employees of the senior executive service, or equivalent, and higher-level employees (VIP code of 6 or higher).

DON Airlift Assets. Navy and Marine Corps airlift assets include all transport and utility type, fixed and rotary wing aircraft (regardless of size) that provide air transportation for passengers and or cargo.

Navy-Unique Fleet Essential Airlift (NUFEA) Aircraft. Title 10, United States Code authorizes organic air transportation essential to support Navy's unique operational requirements. NUFEA aircraft include C-130T, C-40A, C-9B, and C-20G aircraft. The primary role of these aircraft is to support the logistics requirements of the fleet with flexible, short-notice airlift of personnel and cargo. NUFEA assets fulfill a wartime requirement for air logistics support, but also serve an important role during Navy's unique peacetime operations by providing intra-theater lift from joint aerial ports of debarkation and seaports of debarkation to Navy airheads for interface with COD and VOD and combat logistics force ships. Due to the expeditionary nature of Navy operations and the unpredictable schedules of deployed units, effective air logistics support often requires the posture and flexibility to respond to short notice tasking in isolated areas not serviced by AMC channel flights. While special assignment airlift missions address shorter notice airlift requirements, these are prohibitively expensive, require a significant amount of lead time to execute, and may not be available to fulfill Navy wartime air logistics requirements.

Operational Support Airlift (OSA). Per reference (b), OSA missions consist of the airlift transportation of limited quantities of high priority passengers and cargo with time, place, or mission sensitive requirements in support of command, installation or management functions using DoD owned or controlled aircraft. Navy OSA aircraft typically have a seating capacity of less than 20 passengers and are capable of carrying passengers or cargo (logistics airlift) in support of command, installation or management functions. Navy OSA aircraft include the C-12 and C-26. Per reference (b), OSA mission travel may only be accomplished when: (1) no commercial airlift is available to meet the traveler's departure or arrival requirements within a 24-hour period unless the traveler demonstrates that extraordinary circumstances require a shorter period to fulfill the agency requirement; or (2) the actual cost of using Government aircraft is not more than the cost of using commercial aircraft. Since commercial transportation in CONUS is both readily available and inexpensive when compared to the cost of utilizing Government aircraft, Navy's use of OSA aircraft is extremely limited in CONUS.

Requester. The person or unit submitting an airlift request.

Scheduling Activity. The designated activity responsible for scheduling validated airlifts, managing aircraft availability status, and monitoring mission execution. The validation office and scheduling agency may be the same entity.

Service Secretary Controlled Aircraft (SSCA). Per reference (b), SSCAs are designated by the Secretaries of the Military Departments for transportation of their senior Service officials. These aircrafts are included in the inventory and reporting requirements, but are exempt from common-user scheduling to the extent SECNAV permits. The office of the SECNAV, CNO and or CMC coordinates with Fleet Logistics Support Squadron ONE (VR-1) for scheduling of Navy and Marine Corps senior leader travel. At the SECNAV's discretion, other DV capable aircraft are stationed OCONUS to support Navy senior leader travel.

Validation Office. The designated office responsible for validating and verifying, assigning priorities when necessary, and providing final review of the documented airlift request for submission to the appropriate agency for scheduling.

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Withheld Aircraft. These aircraft are withheld from OSA scheduling but are subject to the same visibility and reporting requirements as OSA aircraft to the extent classification and operations security permit. Included, but not limited to, aircraft assigned for attaché support missions and security assistance organization activities, aircraft of the NUFEA, and the nonstandard aviation aircraft employed by the U.S. Special Operations Command.

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DON AIRLIFT VALIDATING/SCHEDULING ACTIVITIES

NAVY AIR LOGISTICS OFFICE, NEW ORLEANS, LA
FOR AIRLIFT TO AND FROM CONUS (LESS COD/VOD)

NAVY AIR LOGISTICS OFFICE
400 RUSSELL AVE BOX 3
NEW ORLEANS, LA 70143
Comm: (504)678-1185 or 1-800-535-2585
DSN: 312-678-1185
MSG PLAD: NAVAIRLOGOFF NEW ORLEANS LA//OPS//
ORLEANS LA//OPS//
E-MAIL: NWOR_NALO_OPS@NAVY.MIL
Web: HTTP://WWW.NALO.NAVY.MIL/

NAVEUR/NAVAF (CTF-63), NAPLES, ITALY

CTF-63 AIR LOGISTICS OPERATIONS
COMMANDER, TASK FORCE FIVE THREE
PSC 817 BOX 23
FPO AE 09622
Comm: +39-081-568-5196 (ADD 011- WHEN DIALING FROM THE U.S.)
DSN: 314-626-3150
MSG PLAD: CTF 63
E-MAIL: M-NA-CTF-63AIRLOGOPS-GD@EU.NAVY.MIL

NAVCENT (CTF-53), MANAMA, BAHRAIN

COMMANDER, TASK FORCE FIVE THREE
PSC 451 BOX 509
FPO AE 09834-2800
Comm: +973-1785-4637 (ADD 011- WHEN DIALING FROM THE U.S.)
DSN: 318-439-4637
MSG PLAD: CTF 53
E-MAIL: M-BA-CTF53-AIRROUTER@ME.NAVY.MIL

COMMANDER, FLEET AIR FORWARD (COMFAIRFWD), ATSUGI, JAPAN

COMMANDER, FLEET AIR FORWARD
NAF ATSUGI, JA
PCS 477 BOX 3
FPO AP 96306-2703
COMM: +81-467-63-3535 OPS (ADD 011- WHEN DIALING FROM THE U.S.)
COMM: +81-90-9306-7749 DUTY CELL

Enclosure (2)

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DSN: 315-264-3535 (COMFAIRFWD OPS)
DSN: 315-264-3174 (COMFAIRFWD QUARTERDECK)
MSG PLAD: COMFAIRFWD ATSUGI JA
MSG PLAD: COMFAIRFWD AIRLOGS ATSUGI JA
E-MAIL: COMFAIRFWD.AIRLOGISTICS.FCT@FE.NAVY.MIL

JOINT OPERATIONAL SUPPORT AIRLIFT CENTER (JOSAC), SCOTT AFB, IL
CONUS OPERATIONAL SUPPORT AIRLIFT SCHEDULER

JOINT OPERATIONAL SUPPORT AIRLIFT CENTER (JOSAC)
USTC J3-J (JOSAC)
508 SCOTT DR
SCOTT AFB, IL 62225-5357
Comm: 1-800-256-7609
DSN: 312-770-6195
MSG PLAD: CDR USTRANSCOM//JJJ///

AIRLIFT REQUEST CODING

1. Priority/Urgency/Justification/Category (PUJC) Codes.

Requesters and authorizing officials shall assign a PUJC code to each lift when requesting airlift support. The PUJC codes shall be validated by the validating and scheduling activity (NALO, CTF-53, CTF-63, COMFAIRFWD). Scheduling of military and or NUFEA aircraft is based upon the PUJC, making this function critical.

a. Priority Codes

Priority 1 - (Emergency) Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping or humanitarian operations directed by the national command authorities or for emergency lifesaving purposes.

Priority 2 - (Required) Required-use airlift requirements or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Missions cannot be satisfied by any other mode of travel.

Priority 3 - (Cost Effective) Official business airlift validated to be more cost-effective than commercial air travel when supported by military or NUFEA aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

b. Urgency Codes

Urgency 1 - (Combat) Airlift of personnel or materiel in direct support of forces alerted for or engaged in combat or contingency operations.

Urgency 2 - (Lifesaving or Operational) Airlift of personnel or materiel in direct support of lifesaving operations or operational forces deployed or preparing for mobilization.

Urgency 3 - (Humanitarian) Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

Urgency 4 - (Critical) Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

Urgency 5 - (Priority) Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation of these requests with other requests would not adversely affect unit requirements.

Urgency 6 - (Routine) Airlift of personnel or materiel scheduled as part of an organization's daily or weekly routine, or travel that is qualified on a cost-effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation of these requests with other requests would not affect unit requirements.

c. Justification Codes

- A - Administrative
- B - Civil Works
- C - Recruiting/Retention
- D - Medical Support
- E - Emergencies
- F - Fleet Support (General)
- G - Special Weapons/Components Movement
- H - Seabee Support
- I - Special Warfare Unit
- J - Research
- K - Morale/Displaced Homeport Visit/USO Tours/R&R/etc.
- L - Coast Guard Support
- M - ROTC
- N - Reserves
- O - Joint Staff/OSD Staff Support
- P - Training
- Q - Materiel (Use Standard Cargo Codes in place of Category Codes when using this Justification Code)
- R - Maintenance
- S - Drug Enforcement/Task Force
- T - Mobilization/Demobilization
- U - Office of the Assistant Vice Chief of Staff/Special Air Missions Tasking

V-Y - (Unused)
Z - Other Support (Provide explanation in remarks section)

d. Category Codes

A - Meetings/Conferences (Including authorized spouse travel)
B - Ceremonies
C - Goodwill/Foreign Dignitaries (Including authorized spouse travel)
D - Inspections/Investigations/Courts/Boards/Hearings/etc.
E - Legislative Affairs/Public Affairs
F - Fleet Support (Deployed Unit at Sea)
G - Fleet Support (Deployed Unit Ashore)
H - Fleet Support (Ship Load-out for Deployment)
I - Fleet Support (Ship Off-load from Redeployment)
J - Unit Deployment/Redeployment (Other than Ship)
K - Fleet Support (Other)
L - Educators/Military Academies
M - Performers/Bands/Choirs/Drill Teams/etc.
N - Research and Development
O - DoD Contractors/Technician Support
P - Consultations and Appointments (Medical/Dental/Surgical)
Q - Marine Research
R - Wartime
S - Exercise
T - Unit Training (Active Units)
U - Unit Training (Reserve Components)
V - Test Flights
W - Readiness Training
X - Aviator Training
Y - Ferry Flight (Aircraft or Aircrew)
Z - Other (Provide explanation in remarks section)
1 - Evacuation of Aircraft
2 - Evacuation of Personnel
3 - Aeromedical Evacuation
4 - Other Evacuation
5 - Search and Rescue
6 - Medical Support (Organ/Tissue/Blood Transfers)
7 - Graves Registration/Body Removal

- 8 - Emergency Ordnance Disposal
- 9 - Disaster Relief/Other Crisis Relief

*NOTE: Only the above listed codes are authorized for use when submitting requests for support. In addition, a brief narrative is required in remarks section to amplify the purpose of the flight.

e. Cargo Codes. (These codes are to be used in conjunction with justification code Q for JALIS-submitted requests.)

- A - Mail
- B - Aircraft Spare Parts
- C - Avionics Spare Parts
- D - Aircraft Engines
- E - Electronics Parts
- F - Test Equipment
- G - Ground Support Equipment
- H - Video Equipment
- I - Medical Equipment
- J - Organizational Equipment
- K - Maintenance Equipment/Tools
- L - POL Products (Ensure packing requirement are met)
- M - Explosives (Ensure transportation requirements are met)
- N - Weapons (Ensure transportation requirements are met)
- O - Weapons Systems Parts
- P - Missiles (Ensure transportation requirements are met)
- Q - Chemicals (Ensure transportation are met)
- R - Subsistence
- S - Musical Instruments
- T - Human Remains
- U - Not Mission Capable-Supply items
- V - Not Mission Capable-Maintenance items
- W - Other Aviation Cargo
- X - Other General Cargo
- Y - Hazardous Cargo

*NOTE: When entering cargo code on an airlift request, include a brief description of cargo in remarks section. Ensure entry of dimension, weight, and special handling/transportation requirements.

2. VIP CODES. A complete listing of VIP codes can be found in the DoD Flight Information Publication (FLIP), General Planning (GP). Contact NALO (DSN 312-678-6390) or the theater scheduling activity for assistance. Use the service category designator letter, plus the number code and the honors code letter, to indicate branch of service, highest rank and grade aboard and honors desired (for national and international flights).

a. Service Category

A - Air Force
R - Army
C - Coast Guard
M - Marine Corps
V - Navy
S - Civilian
F - Foreign Civilian or Military

b. Code Number

1 - President, Heads of State.
2 - Vice-President, Cabinet Members, Members of Congress, Service Secretaries, CNO, CMC, Chiefs of Staff, 5-star rank.
3 - Service Under Secretaries; 4-star rank.
4 - 3-star rank, GS-18, Assistant Secretaries in DoD, Senior Enlisted Advisors of the Armed Services.
5 - Deputy Assistant Secretaries in DoD, Civilians assigned to SES (equivalent to others listed in Code 5, 2-star rank).
6 - Civilians assigned to SES (equivalent to others listed in Code 6, 1-star rank).
7 - Captain (U.S. Navy, U.S. Coast Guard), Colonels, GS/GM-15.

c. Honor Code Letters

H - Accord Honors under service regulations.
N - Accord no honors; request informal visit with the commander.
O - Request nothing.

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*For example:

V5H means: VIP, Rear Admiral (upper half), accord honors.

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STANDARDIZED AIRLIFT REQUEST FORMAT

*FOR PRIORITY 1 REQUESTS OR ANY OTHER QUESTIONS, PLEASE CONTACT
NALO AT 1-800-535-2585 or DSN 312-678-1185.

*A sample of this Airlift Request Form can be downloaded at
[HTTP://WWW.NALO.NAVY.MIL/](http://WWW.NALO.NAVY.MIL/) ("Operations" tab/"Sample Airlift
Request").

*LIFT REQUESTS MUST BE SUBMITTED 30 DAYS PRIOR TO DESIRED
DEPARTURE DATE.

FM (Your Command PLA)
TO NAVAIRLOGOFF NEW ORLEANS LA(UC) (NALO's Routing
indicator is RUCCFVL NAVAIRLOGOFF NEW ORLEANS LA(UC)
INFO - (To Pertinent Commands that apply)
BT
UNCLAS //N04631//
SUBJ/AIRLIFT REQUEST
LIFT A/
1. UNIT: (COMMAND NAME)/UIC: (N (Navy) OR M (Marine) THEN
UIC)/
2. A.DEP ICAO:____/PLACE:_____/ (use military
fields)
 B. EARLIEST: DDZZZZMMYY/DESIRED:DDZZZZMMYY/
3. A ARR ICAO: ____/PLACE:_____/ (use military
fields)
 B. DESIRED: DDZZZZMMYY/LATEST:DDZZZZMMYY/
4. PUJC: (SEE OPNAVINST 4631.2E ENCLOSURE (3) FOR CORRECT
PUJC CODES)
5. PAX:____/BAG:____ / (40LBS/PAX IS MAXIMUM. EXTRA
BAGGAGE IS CONSIDERED CARGO.) (ENTER N/A IF CARGO ONLY)
6. A. CARGO:____/CARGO CUBE:____/TYPE CODE:____/ SEE
OPNAVINST 4631.2D FOR CORRECT CARGO CODES (ENTER N/A IF PAX
ONLY)
 B. LSI: INL: ____/INW: ____/INH: ____/LBS: ____/ (OMIT IF N/A
ENTERED IN 6.A.)
 C. HSI: INL: ____/INW: ____/INH: ____/LBS: ____/ (OMIT IF N/A
ENTERED IN 6.A.)
7. COORDINATORS: (COORDINATORS CANNOT ALL BE THE SAME
INDIVIDUAL. / ARRIVAL COOR. AND LEAD PAX CANNOT BE SAME)
 A.REQ: (COORDINATORS RANK, NAME/24 HR NUMBER/E-MAIL
ADDRESS/)

Enclosure (4)

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B.DEP: (COORDINATORS RANK, NAME/24 HR NUMBER/E-MAIL ADDRESS/)

C.ARR: (COORDINATORS RANK, NAME/24 HR NUMBER/E-MAIL ADDRESS/)

8. VIP CODE OR LEAD PAX: / (LAST NAME, FIRST, UIC, PAYGRADE/)

9. PURPOSE: (BRIEF STATEMENT OF PURPOSE FOR REQUEST)/

9B. OPERATIONAL IMPACT STATEMENT IF THE AIRLIFT REQUEST IS NOT SUPPORTED: (BRIEF STATEMENT OF THE OPERATIONAL IMPACT IF THE AIRLIFT REQUEST IS NOT SUPPORTED).

10. REMARKS: (NO SLASHES IN BODY OF TEXT)/ MUST INCLUDE PURPOSE OF TRAVEL/ REASON COMM. TRAVEL NOT SUFFICIENT/ COMM. TRAVEL COST PER PERSON OR FOR GROUP. IF CARRYING OVER 10K CARGO OR HAZ. CARGO LIST NUMBER OF PALLETS AN ANY HAZARDOUS CARGO WITH UN: #.

BT// (IF NO MORE LIFTS) OTHERWISE LIFT B/

Instructions For Preparation of Airlift Request

Reference: OPNAVINST 4631.2E

From: Activity originating the message.

To: The scheduling authority per enclosure (2) of this instruction. Info: The originator's immediate senior in command will be an info addressee on all requests, unless already an action addressee, plus any other activity with a "need to know" about the airlift request.

UNCLAS //N04631//: Use standard Navy message classification procedures. Airlift requests should be unclassified to the extent possible to facilitate processing and handling. However, if the request is classified, indicate clearly what portion of the message is classified. Ensure that N04631 is included.

Subj: AIRLIFT REQUEST: Must always appear as the subject line of the message.

Lift: Each "leg" or portion of an airlift from one place to another is called a lift. Each lift is designated in order by a letter, starting with A (maximum of 2 spaces) (e.g., Lift: A/,

etc). Ensure that there are no more than 12 lifts per single request message. If there are more than 12 lifts, additional request message should be generated.

Paragraph 1. Unit: /Unit identification code (UIC): /

Unit: Enter the name of the unit to which the personnel or cargo to be lifted is assigned. Plain language organization names will be abbreviated to a maximum of 30 characters. Use standard short titles as they appear in the Standard Navy Distribution List. Spell out ship names.

UIC: Enter the UIC (six character) for the unit to be airlifted. The first character will indicate whether the requestor is N-Navy, M-Marine, A-Air Force, R-Army, C-Coast Guard. The last five characters are found in chapter 5, volume 2, of the Navy Comptroller Manual (NAVSO P-1000-25).

Paragraph 2A. Deputy (Dep) ICAO: / Place: /
*Due to force protection considerations and fuel costs, military fields should be selected vice civilian fields whenever possible. Proper cargo screening capabilities are not available at most civilian airfields. Fuel costs, most often, are significantly higher at civilian fields.

Dep ICAO: Enter the four-character ICAO identifier for the departure airfield (military fields are recommended) (Department of Transportation Publication 7350.4P) or the ICAO identifier of the ship (ACP113) for VOD lifts. Example: KNIP/Naval Air Station (NAS) Jacksonville.

Place: Enter the plain language name of the airfield or ship identified by the Dep ICAO listed above. Plain language airfield names will be abbreviated to a maximum of 30 characters. Example: NAS Jacksonville.

Paragraph 2B. Earliest: /Desired: /
Desired: Enter the desired departure date time group ten characters in length, utilizing Zulu time in the following order: day of month, 24 hour Zulu time, month and year (e.g., 1340Z on 10 Jan 2012 is 1013400112). Plan 90 minutes early arrival at terminal for processing of passengers and 3 hours minimum for processing cargo.

Earliest: Enter the earliest acceptable departure time in Zulu in this format (DDZZZZMMYY). Allow as much time as possible (at least 2 hours) between desired time and earliest time. Do not make them the same. A minimum window of 2 hours prior to desired departure and 2 hours after desired arrival time is required. Maximizing this time span can greatly assist the scheduler in matching the request with available aircraft.

Paragraph 3A. Arr ICAO: /Place: /
*Due to force protection considerations and fuel costs, military fields should be selected vice civilian fields whenever possible. Proper cargo screening capabilities are not available at most civilian airfields and fuel costs are significantly higher at most.

Arr ICAO: Enter the four character ICAO identifier for the arrival airfield (military fields are recommended) or ICAO identifier of the ship for VOD lifts.

Place: Enter the plain language name of the airfield or ship identified by the Arr ICAO listed above. Plain language airfield will be abbreviated to a maximum of thirty (30) characters.

Paragraph 3B. Latest: /Desired: /

Desired: Enter the desired arrival time in Zulu. Be sure to allow for sufficient time for group travel to and from departure, arrival points. (DDZZZZMMYY)

Latest: Enter the arrival time in Zulu which must be met to accomplish the mission. (DDZZZZMMYY)

Paragraph 4. PUJC: /

PUJC: Enter the PUJC codes for the requested airlift.

Paragraph 5. PAX: /Bag: /

Pax: Enter the number of passengers to be airlifted. In the case of cargo only requests, omit line 5. (Maximum of 3 characters.)

Bag: Enter the total weight, in pounds, of the baggage to be listed with the passengers. Normally 40 pounds of baggage is

allowed per passenger. Anything above the 40 pounds allotted is considered excess baggage and will need to be listed as cargo in paragraph 6A.

Paragraph 6A. Cargo: /Cargo Cube: /Type Code: /

Cargo: Enter the gross weight, in pounds, of the cargo that is to be lifted. Precise cargo weights and cube required. (Maximum of 5 characters) If no cargo is requested, i.e., only passengers and associated baggage (40 lbs/person max), omit lines 6A-6D.

Cargo Cube: Enter the overall volume in cubic feet of the cargo to be lifted.

Type Code: Enter the type of cargo to be lifted. If more than one category is to be lifted, indicate the two most predominant categories. (Maximum of 2 characters)

Hazmat Code: Enter the Description/UN/Identification (ID) Number_____/Special Provision_____/Packaging Paragraph_____. (The codes can be found in NAVSUP Pub 505.)

Paragraph 6B. LSI: INL: /INW: /INH: /Pounds
(LBS): /

LSI: Enter the largest single item of cargo to be lifted. The LSI is described as inches length, inches height, inches width, lbs. For example: 6B. LSI: INL: 96/INW: 20/INH: 45/LBS: 387. (Dimensions are a maximum of 3 characters each. Weight is a maximum of 5 characters.)

Paragraph 6C. HSI: INL: /INW: /INH: /LBS: /

HSI: Identifies the heaviest single item in the cargo to be lifted. Utilize the same format as the preceding item. For example: HSI: INL: 82/INW: 26/INH: 82/Lbs: 5627/.

Paragraph 7. Coordinators.

Paragraph 7A. REQ: /WK: /AFT HRS: / E-mail
Ensure that coordinators are knowledgeable of airlift requirements and are available to be contacted on a 24-hour basis. After-hours numbers must reach the coordinator directly.

Req: Rank and last name of person requesting the airlift who is available for providing all liaison concerning requested air transportation. (Maximum of 15 characters.)

Wk: Work telephone number of request coordinator. DSN, commercial or POTS numbers and e-mail addresses are accepted. (Maximum of 15 characters.)

Aft Hrs: Telephone number where request coordinator can be contacted after normal working hours. Because of last minute changes in schedules, the request coordinator must be available for 24 hour contact via DSN, commercial, or pots. (Maximum of 15 characters.)

Paragraph 7B. DEP: /WK: /AFT HRS: / E-mail

Dep: During major movements such as carrier on-load, carrier off-load, or any movement requiring more than one aircraft, it is imperative that the departure coordinator be available for liaison with the scheduling activity to cover last minute changes caused by weather, aircraft problems, etc. This liaison coverage must be maintained until the last lift has departed the area. Departure coordinator will not be manifested as senior traveler.

Wk: Work telephone number of departure coordinator. (Maximum of 15 characters may be used.)

Aft Hrs: Telephone number where departure coordinator can be contacted after normal working hours. Use the same format as listed in the request coordinator after hours description.

Paragraph 7C. ARR: /WK: /AFT HRS: / E-mail

Arr: During major movements such as carrier on-load, carrier off-load, or any movement requiring more than one aircraft, it is imperative that the arrival coordinator be available for liaison with the scheduling activity to cover last minute changes caused by weather, aircraft problems, etc. This liaison coverage must be maintained until the last lift has arrived in the area. Arrival coordinator will not be manifested as senior traveler.

Wk: Work telephone number of arrival coordinator. (Maximum of 15 characters may be used.)

Aft Hrs: Telephone number where arrival coordinator can be contacted after normal working hours. Use the same format as listed in the request coordinator after hours description.

Paragraph 8. VIP CODE AND OR LEAD PAX: (LAST NAME, FIRST, UIC, PAYGRADE, VIP CODE IF APPLICABLE.)

VIP Code: Use the Service Category Designator letter, plus the number code and the honors code letter, to indicate branch of service, highest rank and grade aboard and honors desired.

Name: The name, last, first of the highest VIP must be included immediately following the code, and be followed by the VIP's UIC and paygrade.

Paragraph 9. Purpose: /
In narrative form, briefly describe the purpose for the request. (i.e., CVW 15 returning from deployment, Navy Band going to performance for NAS Jacksonville change of command, air controllers returning from ATC symposium). Be as specific as possible.

Paragraph 9B. OPERATIONAL IMPACT STATEMENT IF THE AIRLIFT REQUEST IS NOT SUPPORTED: In narrative form, briefly describe the operational impact if the airlift request is not supported.

Paragraph 10. Remarks:

This section is for schedulers information only and has no limit to number of characters. Do not use slashes in the body of the text. Special instructions and pertinent information concerning the requested airlift may be detailed in this section. If the airlift is requested for personnel or cargo that cannot be identified by a UIC, use the UIC and unit title of the sponsoring activity in lines 1 and 2 and identify fully the airlift unit in this section. For planning purposes, include the known absence of material handling equipment at departure and arrival sites.

**Commercial cost estimate for all requests shall be included in the remarks section.

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SAMPLE PRIORITY 2 AIRLIFT REQUEST

PATUZYUW RHPHKIF0023 0611125-UUUU--RUCCFVL.
ZNR UUUUU ZUI RUFNMCB1284 0611212
P 121125Z FEB 02 ZYB PSN 945600J24
FROM: STRKFITRON ONE TWO FIVE// //
TO: NAVAIRLOGOFF NEW ORLEANS LA//OPS// (NALO's Routing
indicator is RUCCFVL NAVAIRLOGOFF NEW ORLEANS LA//OPS//)
INFO: COMLATWINGPAC LEMOORE CA// //
NAS LEMOORE CA//N3//
NAS FALLON NV//OPS//
BT
UNCLAS //N04631//
SUBJ: AIRLIFT REQUEST
1. UNIT: VFA-125/UIC: N09485
2. A. DEP ICAO: KNLC/PLACE: LEMOORE/
B. EARLIEST: DDZZZZMMYY / DESIRED: DDZZZZMMYY/
3. A. ARR ICAO KNFL/PLACE: FALLON/
B. DESIRED: DDZZZZMMYY / LATEST: DDZZZZMMYY
4. PUJC: 25FT
5. PAX 20/BAG: 800 LBS/
6. A. CARGO: 1750/CARGO CUBE: 61/TYPE CODE S/
B. LSI: INL: 49/INW: 26/INH: 82/LBS: 750/
C. HSI: INL: 42/INW: 26/INH: 22/LBS: 850/
D. CARGO FRAGILE. REQUIRES SPECIAL HANDLING BREAKABLE
SAMPLE BOTTLES IN WOODEN BOXES
7. COORDINATORS:
A. REQ: CDR COYLE/WK: DSN 951-1012/AFT HRS: C 757-555-6543/
E-MAIL: SURFER@NAVY.MIL
B. DEP: LCDR CASLER/WK: DSN 868-1314/AFT HRS: AV 868-3220/
E-MAIL: SURFER@NAVY.MIL
C. ARR: LT TURNER/WK: DSN 942-1615/AFT HRS: C 919-643-
9821/E-MAIL: SURFER@NAVY.MIL
8. VIP CODE OR LEAD PAX: NAME: PAINE, LOTS N09485 LCDR
9. PURPOSE: IN SUPPORT OF WEAPONS EXERCISE AT FALLON
10. REMARKS: BUS TRANSPORTATION SCHEDULED TO MEET AIRCRAFT ON
ARRIVAL, NAS FALLON AIR TERMINAL.
LIFT B/
1. UNIT: VFA-125/UIC: N09485/
2. A. DEP ICAO: KNFL/PLACE: FALLON:
B. EARLIEST: 0313300302/DESIRED: 0311300302
3. A. ARR ICAO: KNLC/PLACE: LEMOORE/
B. DESIRED: 0316300302/LATEST: 0318300302/

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4. PUJC: 25FT
 5. PAX: 11/BAG: 330LBS/
 6. A. CARGO: 1750/CARGO CUBE: 61/TYPE CODE: S/
 B. LSI: INL: 49/INW: 26/INH: 82/LBS: 750
 C. HSI: INL: 42/INW: 26/INH: 22/LBS: 850
 D. CARGO FRAGILE. REQUIRES SPECIAL HANDLING BREAKABLE
 SAMPLE BOTTLE IN WOODEN BOX
 7. COORDINATORS:
 A. REQ: CDR COYLE/WK: DSN 951-1012/AFT HRS: C 757-555-6543/
 E-MAIL: SURFER@NAVY.MIL
 B. DEP: LCDR CASLER/WK: DSN 868-1314/AFT HRS: DSN 868-3220/
 E-MAIL: SURFER@NAVY.MIL
 C. ARR: LT TURNER/WK: DSN 942-1615/AFT HRS: C 919-643-9821/
 E-MAIL: SURFER@NAVY.MIL
 8. VIP CODE OR LEAD PAX: THOMAS, FRANK N09485 AM1.
 9. PURPOSE: RETURNING FROM WEAPONS EXERCISE AT FALLON.
 - 9B. OPERATIONAL IMPACT STATEMENT IF THE AIRLIFT REQUEST IS NOT
 SUPPORTED: VFA-125 WILL MISS NIGHT CARRIER QUALS ON 04 MAR
 2012.
 10. REMARKS: SENIOR PASSENGER: AM1 THOMAS, FRANK.
- BT//

SAMPLE PRIORITY 3 AIRLIFT REQUEST

PATUZYUW RHPHKIF0023 0611125-UUUU--RUCCFVL.
 ZNR UUUUU ZUI RUFNMCB1284 0611212
 P 121125Z FEB 02 ZYB PSN 945600J24
 FROM: STRKFITRON ONE TWO FIVE//
 TO: NAVAIRLOGOFF NEW ORLEANS LA//OPS// (NALO's Routing
 indicator is RUCCFVL NAVAIRLOGOFF NEW ORLEANS LA//OPS//)
 INFO: COMLATWINGPAC LEMOORE CA//
 NAS LEMOORE CA//N3//
 NAS FALLON NV//OPS//
 BT
 UNCLAS //N04631//
 SUBJ: AIRLIFT REQUEST

1. UNIT: VFA-125/UIC: N09485
2. A. DEP ICACO: KNLC/PLACE: LEMOORE/
 B. EARLIEST: DDZZZZMMYY / DESIRED: DDZZZZMMYY/
3. A. ARR ICACO KNFL/PLACE: FALLON/
 B. DESIRED: DDZZZZMMYY / LATEST: DDZZZZMMYY
4. PUJC: 35AA
5. PAX 5/BAG: 200 LBS/

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6. N/A
 7. COORDINATORS:
 - A. REQ: CDR COYLE/WK: DSN 951-1012/AFT HRS: C 757-555-6543/
E-MAIL: SURFER.NAVY.MIL
 - B. DEP: LCDR CASLER/WK: DSN 868-1314/AFT HRS: DSN 868-3220/
E-MAIL: SURFER@NAVY.MIL
 - C. ARR: LT TURNER/WK: DSNV 942-1615/AFT HRS: C 919-643-
9821/
E-MAIL: SURFER@NAVY.MIL
 8. VIP CODE OR LEAD PAX: JOHNSON, JAY N09485 ADM V9H
 9. PURPOSE: TRANSPORT PERSONNEL TO MEETINGS AND SITE VISIT.
 - 9B. VIP WILL BE ABSENT FROM REQUIRED MEETINGS AT NAS FALLON.
 10. REMARKS: COMMERCIAL COST: \$225.00 PER PASSENGER R/T.
SENIOR PASSENGER: ADM JOHNSON
- LIFT B/
1. UNIT: VFA-125/UIC: N09485/
 2. A. DEP ICAO: KNFL/PLACE: FALLON:
B. EARLIEST: 0313300302/DESIRED: 0311300302
 3. A. ARR ICAO: KNLC/PLACE: LEMOORE/
B. DESIRED: 0316300302/LATEST: 0318300302/
 4. PUJC: 35AA
 5. PAX: 5/BAG: 200LBS/
 6. N/A
 7. COORDINATORS:
 - A. REQ: CDR COYLE/WK: DSN 951-1012/AFT HRS: C 757-555-6543/
E-MAIL: SURFER@NAVY.MIL
 - B. DEP: LCDR CASLER/WK: AV 868-1314/AFT HRS: DSN 868-3220/
E-MAIL: SURFER@NAVY.MIL
 - C. ARR: LT TURNER/WK: DSN 942-1615/AFT HRS: C 919-643-9821/
E-MAIL: SURFER@NAVY.MIL
 8. VIP CODE OR LEAD PAX: JOHNSON, JAY N09485 ADM V9H
 9. PURPOSE: RETURNING FROM MEETINGS AND SITE VISIT.
 - 9B. VIP WILL MISS CONFERENCE AT NAS LEMOORE.
 10. REMARKS: COMMERCIAL COST: \$225.00 PER PASSENGER R/T.
SENIOR PASSENGER: ADM JOHNSON BT//

STANDARDIZED FLIGHT ADVISORY FORMAT

GENERAL INFORMATION

The standardized flight advisory format of this enclosure will be used by all DON logistics flight schedulers. Flight advisories will be published via naval message with normal consideration given to classification and precedence. This format is designed to provide all the information required by the aircraft operator and the requester in the simplest form possible.

MISSION NUMBERS

The nine-digit mission number which identifies Navy and Marine Corps flights accomplishing operational support mission will be assigned utilizing the following format:

- a. The first three digits will reflect the 3M Aviation Organization Code of the unit flying the mission (NAMS0 4790.A7065).
- b. The fourth digit will be the appropriate scheduler code for designated schedulers with codes assigned. (For non-designated schedulers characters 4-7 are Julian date and characters 8-9 are the sequential mission numbers (01-99) for that Julian date).
- c. The fifth digit is the last digit of the fiscal year (i.e., Fiscal Year (FY) 12 use 2).
- d. The sixth through ninth digits will be a computer-generated flight number assigned by each scheduler.
- e. Examples:

	(1)	(2)	(3)	(4)
<u>KG5222662</u>	KG5	2	2	2662

- (1) KG5 - Organization Code
- (2) 2 - Scheduler - NALO
- (3) 2 - FY 12
- (4) 2662 - Flight number

f. For non-designated scheduling authorities, the mission number is created as follows:

Character

1-3	3M organization code
4-7	Julian date
8-9	Sequential mission for that Julian date (e.g., 03 for third mission)

MESSAGE FORMAT. The following paragraphs provide detailed instructions designed to assist in preparing the flight advisory.

FROM: Name of the command originating the message, normally one of the scheduling offices as indicated in enclosure (2).

TO: Name of the implementing flight activity and any other activities that are directly involved.

INFO: Any command with a need to know concerning the flight advisory.

SUBJ: FLIGHT ADVISORY/ACFT TYPE/FLT CALL SIGN/DATE OF FIRST DEP
LEG/

CLASSIFICATION: Indicate proper classification code.

Paragraph 1 Itinerary Section

The itinerary section is divided into two parts; the Narrative and the Tabular itinerary.

SAMPLE TABLUAR INTINERARY:

LEG	ETA	Z (L)	ICAO	PLACE	ETD	Z (L)	LIFTS	APAX
ACARGO								
/01/	ORIG		/KNZY/	NORTH I/	291600	(290900)	/	/121/
0/								
/02/	291636	(290936)	/KNUC/	SAN CLE/	291736	(291036)	/C	/ 0/
0/								
/03/	291810	(291110)	/KNZY/	NORTH I/	TERM		/	/121/
0/								

COLUMN 1 LEG: Two character sequential line number for each LEG of the mission itinerary, (e.g., /00/01/). The first LEG, (i.e., point of origin) will be LEG 00.

COLUMN 2 ETA: Estimated time of arrival (ETA) (maximum of 6 characters). The first two digits are the day and the last four digits are the Zulu time. On the first LEG enter ORIG.

COLUMN 4 PLACE: Plain language name of the field or ship.

COLUMN 5 ETD: Estimated Time of Departure (ETD). The first two digits are the day and the last four digits are the Zulu time. On the last LEG enter TERM for termination of the flight. The ETD times are DOOR-CLOSE times at the departure ramp.

COLUMN 6 LIFT: The letter of each lift (from the LIFT section of the message) carried on that LEG. Details of each LIFT will be entered in paragraph two of the message.

COLUMN 7 APAX: Available passengers seats for opportune passengers (e.g., passenger capacity minus scheduled passengers).

COLUMN 8 ACARGO: Available cargo space (in pounds after the scheduled cargo has been considered).

PARAGRAPH LIFT SECTION

Paragraph 2 of the message contains the details of each of the Lifts carried by this flight.

SAMPLE: LIFT SECTION

C/UNIT:NAVSPECWAR/UIC:N68869/ORIG:SAN CLEMEN/DEST:NORTH ISLA/
REQ:NAVSPECWAR/REQ DTG:2610390312B /PAX: 75/BAG: 3000/
CARGO: 9200/CARGO CUBE:/PUJC:24PT/
REQ COORD:OSC MIKE CARR DSN: 542-5632/24HR# 616-518-3067/
DEP COORD:SOCS JEFF SCOTT DSN: 542-4859/616-537-2424/
ARR COORD:SOC JAKE TALLEN DSN: 678-1542/816-536-2286/

A/Alphabetic character to distinguish each lift being performed.
(A through ZZ)

UNIT: Short title for the unit being lifted.

UIC: Unit identification code for unit being lifted.

ORIG: ICAO identifier of the airfield from which the lift will depart.

DEST: ICAO identifier of the destination airfield for the lift.

REQ: Short title of the activity requesting the airlift.

REQ DTG: DATE-TIME-GROUP of the requesting message or document followed by the lift character listed in that message (e.g., LIFT (F) of the airlift request message 231425Z OCT 12 would be written 15190000912F).

PAX: Total number of scheduled passengers for lift being airlifted.

BAG: Total baggage weight.

CARGO: Total scheduled cargo weight for this LIFT. If none, cargo is blank.

PUJC: PUJC from enclosure (3) as assigned by the requestor or as modified by the validation agency.

REQ COORD: The grade and name, work and after hours phone number of the request coordinator.

DEP COORD: The grade and name, work and after hours phone number of the departure coordinator.

ARR COORD: The grade and name, work and after hours phone number of the departure coordinator.

FLIGHT ADVISORY MODIFICATIONS OR CANCELLATIONS

Modifications or cancellation message to the original flight advisory message will be transmitted as required. The subject line should indicate numerical series of the modification and the mission number of the original flight advisory.

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a. Modifications: The addition or deletion of lifts and or legs of a flight warrant reissue of the entire flight itinerary.

b. Cancellation: If an entire mission is cancelled, a cancellation message must be sent.

Sample Flight Advisory Message

OTTUZYUW RUCCFVL2001 0871805-UUUU--RHMCSUU.
ZNR UUUUU
O P 271805Z MAR 12
FM NAVAIRLOGOFF NEW ORLEANS LA//OPS//
TO FLELOGSUPPRON FIVE SEVEN
NAVBASE CORONADO SAN DIEGO CA//30//
NAVSPECWARCEN CORONADO CA//53//
NALF SAN CLEMENTE ISLAND CA//OPS//
INFO COMFLELOGSUPPWING FORT WORTH TX//30//
BT
UNCLAS //N04631//
MSGID/GENADMIN/NALO/225844/MAR/CHG/01//
SUBJ/FLIGHT ADVISORY/C40/FLT CNV 4844/MOD 01/29 MAR 12 //
REF/A/MSG/NAVAIRLOGOFF NEW ORLEANS LA/261841ZMAR2012//
AMPN/REF A IS FLIGHT ADVISORY//
RMKS/

1. VR-57/OPERATE MSN: KGD225844/SECO: A
BOTH ZULU AND LOCAL TIMES ARE SHOWN:

LEG	ETA	Z (L)	ICAO	PLACE	ETD	Z (L)	LIFTS	APAX	ACARGO
/01/	ORIG		/KNZY/	NORTH I/	291600	(290900)	/	/121/	0/
/02/	291636	(290936)	/KNUC/	SAN CLE/	291736	(291036)	/C	/	0/ 0/
/03/	291810	(291110)	/KNZY/	NORTH I/	TERM		/	/121/	0/

2. LIFT SECTION:

C/UNIT:NAVSPECWAR/UIC:N68869/ORIG:SAN CLEMEN/DEST:NORTH ISLA/
REQ:NAVSPECWAR/REQ DTG:2610390312B /PAX: 75/BAG: 3000/
CARGO: 9200/CARGO CUBE:/PUJC:24PT/
REQ COORD:OSC MIKE CARR 24HR# 616-518-3067/
DEP COORD:SOCS JEFF SCOTT 616-537-2424/
ARR COORD:SOC JAKE TALLEN 616-536-2286/

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3. DEPART/ARRIVAL COORDINATORS MUST PROVIDE 24HR CONTACT PER
OPNAVINST 4631.2E, OR MAINTAIN MSG CONTACT IF DEPLOYED; NOTIFY
NALO IMMEDIATELY OF ANY CHANGES OR IF AIRLIFT NO LONGER REQD.
PHONE COMM
504-678-1185 MANNED 24/7.

28. ALCON NOTE: MOD 01 DENOTES THE FOL CHNGS: LIFT CARGO AND PAX
CHNGD. PLANE COMBI CHNGD TO A RIG. FLT ITIN MODIFIED
ACCORDINGLY.NJS
29. RELEASED BY NALO DSN 678-1184/1185 //
BT

Sample Flight Advisory Cancellation

OTTUZYUW RUCCFVL6701 0751534-UUUU--RHMCSUU.
ZNR UUUUU
O P 151534Z MAR 12
FM NAVAIRLOGOFF NEW ORLEANS LA//OPS//
TO FLELOGSUPPRON FIVE FOUR
AMEMBASSY NASSAU//USNLO//
HSL FOUR FOUR MAYPORT FL//30//
NAS JACKSONVILLE FL//300/CDO//
HELMARSTRIKERON SEVEN FOUR
NAVUNSEAWARCEN DET AUTEC ANDROS ISLAND BAHAMAS//52//
USS STEPHEN W GROVES
HSL FOUR FOUR DET FIVE
NAS JRB NEW ORLEANS LA//30/50/OPS/TLINE//
INFO NAVSTA NORFOLK VA
NAVSTA MAYPORT FL//N52//
COMCARAIRWING THREE
COMFLELOGSUPPWING FORT WORTH TX//30//
COMHELMARSTRIKEWINGLANT MAYPORT FL
BT
UNCLAS //N04631//
MSGID/GENADMIN/NALO/-/MAR/-/-//
SUBJ/FLIGHT ADVISORY CANCELLATION/C130T/FLT CNV 3184/18 MAR 12//
REF/A/MSG/NAVAIRLOGOFF NEW ORLEANS LA/131636ZMAR12//
AMPN/REF A IS FLIGHT ADVISORY//
RMKS/
1. VR-54/CANX REF A/MSN: KGK223184/CANX CODE R
(MSN CNX LIFTS REASSIGNED.)//
2. RELEASED BY NALO DSN 678-1184/1185 //
BT